**General notes for Work Experience Students**

Let’s say you have a sixth form student who has expressed an interest in doing work experience at CINN, e.g.: through contacting the CINN email or the PCLS placement coordinator. What are the steps involved?

**Before the placement**

1. What is the length of the placement? Placements can be anywhere from a week to a single day, the duration is dependent on the availability of the supervisor(s). Are you available and able to supervise the student for the entire duration where you are involved? This should be communicated with the student as early as possible.
2. Get an idea of what they are specifically interested in. What topics? What research methods? This is just so you can try to include activities which cover these interests. If suitable, organise sessions with other researchers at PCLS if they are available.
3. You and the student must complete the necessary forms, covering insurance, health and safety etc. before the work experience can officially be confirmed. Once a date is agreed upon, contact the Work Experience Co-ordinator for PCLS, Julie Hankinson ([j.hankinson@reading.ac.uk).](mailto:j.hankinson@reading.ac.uk) Let her know that you are organising the placement for the planned dates, and she will organise completion of the forms with you and the student.
4. Once the placement is confirmed, give clear instructions and directions to CINN. A timetable of planned activities can also be helpful.

**During the placement**

1. Cover Health and Safety (reiterate what is covered in their placement forms; discuss CINN specific procedures, including for interest); indicate fire exits.
2. Make sure you have regular breaks and an hour for lunch.
3. The placement does not need to cover the entire day, 10-3 or 10-4 is fine.